

Anytown U3A

Privacy Policy

Introduction

This privacy notice sets out the way we process your information and how we use it. We will always refer to this policy when we ask you for your consent. The Data Controller is the Management Committee of Anytown U3A.

How we collect your information

We collect your personal information when you complete an enrolment or renewal form.

Data we gather

We ask you to provide:-

Your name and address and optionally your telephone number, email address and name and number of an emergency contact.

How we use it

1) Administration of Your Membership

For example, to record your subscription payment, to give you notice of our Annual General Meeting, to inform you of U3A activities

2) Managing your Application to join a Course

In some circumstances, when there is a waiting list for example, we will pass your information to the course leader so they can inform you when a place becomes available.

3) Third Age Matters

If you wish to receive Third Age Matters, the national magazine, we will pass your address to the Third Age Trust so they can post it to you. We ask you for your explicit consent to do this.

4) In an Emergency

We will telephone your emergency contact when an emergency arises. By giving us information about this person you are confirming that they have given you consent to provide the information to us.

Sharing your data with other organisations

We do not share your data with other organisations other than as set out below:-

xxxxxx online membership system

xxxxxx supply our on-line membership system. We have assessed their security measures and are satisfied that they are a suitable organisation to share your data with.

Community Action for Anytown

When we post something to you we pass your address to Community Action for Anytown so they can print the labels.

Third Age Trust

If you wish to receive Third Age Matters we send your address to the Third Age Trust or their agent.

HMRC

If you gift aid your subscription we include your name and address in a list which we send to HMRC in order to make our claim for a refund of 25% of your subscription.

How long is your information kept

We retain your information for a year after your membership lapses in case you decide to re-join in this period.

Your Rights

You have the right to ask us, in writing, for a copy of all the personal data held about you. (This is known as a “subject access request”). You should write to:-

Anytown U3A Membership Secretary, xxxxxxxxxxx

If you do this you should include your telephone number so we can verify your identity.

You can also ask us to delete all the information we hold about you. You can make this request by email to xxxxxxxxxxx or in writing to the membership secretary above.

Updating and amending your personal information and consent preferences

If your information needs amending or you wish to modify your consent to the way your information is used you can change it yourself by logging in to our website. Alternatively email our membership secretary via xxxxxxxxxxx or write to our secretary’s address above.

Cookies

What is a Cookie?

A cookie is a small file placed on your computer’s hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

How we use Cookies

We use them to recognise you when you return to our website. This saves you having to login again.

This Privacy Policy was last updated on xxxxxxx